

CVA3'

Notice of supervisor's progress report in voluntary arrangement



Companies House

FRIDAY



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01/05/2020

#103

COMPANIES HOUSE

1 Company details

Company number 0 1 1 9 7 7 5 2

Company name in full Pronto Joinery Limited

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Supervisor's name

Full forename(s) Jamie

Surname Playford

3 Supervisor's address

Building name/number Lawrence House

Street 5 St Andrews Hill

Post town Norwich

County/Region

Postcode N R 2 1 A D

Country

4 Supervisor's name^①

Full forename(s)

Surname

① Other supervisor

Use this section to tell us about
another supervisor.

5 Supervisor's address^②

Building name/number

Street

Post town

County/Region

Postcode

Country

② Other supervisor

Use this section to tell us about
another supervisor



CVA3

Notice of supervisor's progress report in voluntary arrangement

6 Date of voluntary arrangement

Date	^d	^d	^m	^m	^y	^y	^y	^y
	0	1	0	3	2	0	1	8

7 Period of progress report

Date from	^d	^d	^m	^m	^y	^y	^y	^y
	0	1	0	3	2	0	1	9
Date to	^d	^d	^m	^m	^y	^y	^y	^y
	2	9	0	2	2	0	2	0

8 Progress report☒ I attach a copy of the progress report**9** Sign and date

Supervisor's signature

Signature

X



X

Signature date

^d	^d	^m	^m	^y	^y	^y	^y
2	9	0	4	2	0	2	0



**Presenter information**

You do not have to give any contact information, but if you do it will help Companies House if there is a query on the form. The contact information you give will be visible to searchers of the public record.

Contact name **Lewie Rhodes**

Company name **Leading Business Services Ltd**

Address **Lawrence House**
5 St Andrews Hill

Post town **Norwich**

County/Region

Postcode **N R 2 1 A D**

Country

DX

Telephone **01603 552028**

**Checklist**

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

- ☐ The company name and number match the information held on the public Register.
- ☐ You have attached the required documents.
- ☐ You have signed and dated the form.

**Important information**

All information on this form will appear on the public record.

**Where to send**

You may return this form to any Companies House address, however for expediency we advise you to return it to the address below:

The Registrar of Companies, Companies House,
Crown Way, Cardiff, Wales, CF14 3UZ.
DX 33050 Cardiff.

**Further information**

For further information please see the guidance notes on the website at www.gov.uk/companieshouse or email enquiries@companieshouse.gov.uk

This form is available in an alternative format. Please visit the forms page on the website at www.gov.uk/companieshouse



**Voluntary Arrangement of
Pronto Joinery Limited
Supervisor's Summary of Receipts & Payments**

Statement of Affairs £		From 01/03/2019 To 29/02/2020 £	From 01/03/2018 To 29/02/2020 £
	SECURED ASSETS		
NIL	Property Improvements	NIL	NIL
32,000.00	Plant & Machinery	NIL	NIL
NIL	Motor Vehicles	NIL	NIL
NIL	Office Equipment	NIL	NIL
12,000.00	Stock/Work in Progress	NIL	NIL
16,000.00	Book Debts	NIL	NIL
		NIL	NIL
	SECURED CREDITORS		
(10,353.00)	HSBC Bank PLC	NIL	NIL
		NIL	NIL
	ASSET REALISATIONS		
	Monthly Contributions	30,000.00	60,000.00
	Cash Held on Appointment	NIL	5,000.00
	Bank Interest Gross	NIL	4.30
		30,000.00	65,004.30
	COST OF REALISATIONS		
	Proposal Fees	NIL	2,000.00
	Nominee's Fees	NIL	3,000.00
	Supervisor's Fees	9,279.00	16,073.00
	Supervisor's Disbursements	20.01	800.01
		(9,299.01)	(21,873.01)
	PREFERENTIAL CREDITORS		
(4,670.40)	27 Employees' Preferential Claims	NIL	NIL
		NIL	NIL
	UNSECURED CREDITORS		
(140,384.43)	HM Revenue & Customs - PAYE/NIC	13,933.74	13,933.74
(153,075.82)	HM Revenue & Customs - VAT	14,813.14	14,813.14
(130,370.78)	Directors	NIL	NIL
(206,120.00)	27 Employees' Unsecured Claims	NIL	NIL
(124,952.00)	Inter-Company Loans	NIL	NIL
(41,986.05)	Trade Creditors	3,107.90	3,107.90
		(31,854.78)	(31,854.78)
	DISTRIBUTIONS		
(99.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
(752,011.48)		(11,153.79)	11,276.51
	REPRESENTED BY		
	Current Account		11,276.51
			11,276.51

Note:

The above figures do not include VAT. Where the entity was not VAT registered, VAT payable is shown as a separate entry in VAT Irrecoverable.



**Jamie Playford
Supervisor**



**PRONTO JOINERY LIMITED – UNDER A VOLUNTARY
ARRANGEMENT**

Supervisor's Progress Report

For the period 1 March 2019 to 29 February 2020





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Appendices

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Appendix 2 – Receipts and Payments Account for the period of this report and the period of the Arrangement in its entirety.

Appendix 3 – Breakdown of the Supervisor's time costs for the period of this report.

Appendix 4 – Breakdown of the Supervisor's time costs for the entire period of the Arrangement.

Appendix 5 – Proof of Debt Form





1. Introduction

The purpose of this report is to update creditors on the progress of the Arrangement in the period of the report and it should be read in conjunction with previous reports to creditors

I was appointed Supervisor of the Company on 1 March 2018. I am licensed to act in the UK by the Insolvency Practitioners' Association.

I confirm that there has been no change in office-holder since the date the Arrangement commenced.

Statutory information in relation to the insolvency procedure is provided at Appendix 1.

2. Progress

Voluntary Contributions

The Arrangement stated that monthly payments of £2,500.00 would be made by the Company for five years, totalling at least £150,000.00.

A total of £60,000.00 has been received to date with £30,000.00 having been received during the period of this report. This matches the amount of contributions I would expect at this stage in the Arrangement.

Cash Held on Appointment

The Company made a contribution of £5,000.00 prior to my appointment as Supervisor. These funds have been incorporated as an asset in the CVA.

Variation

There have been no variations of the Arrangement to date.

Review of Performance

The Arrangement stated that a review of the Company's trading had to be undertaken annually. The documents required for the review have been supplied and due to losses incurred during the period, there is no amendment required to the monthly contributions.

3. Costs and Expenses

A Receipts and Payments Account for the period covered by this report is enclosed at Appendix 2. Receipts relating to asset realisations have been detailed in the progress section above. Information in relation to the costs and expenses of the Arrangement are detailed below.

Proposal Fees

My fee in relation to advising the Company on its options and assisting the Company with the preparation of the Company's Proposals and the formalities prior to me being formally appointed as Nominee was agreed at £2,000 and I have drawn all of these costs.

Proposal Disbursements

My category 1 (out of pocket) disbursements incurred in relation to assisting the Company with drafting the Proposals were approved by the board of directors on 1 December 2017 and by creditors on 1 March 2018.

No disbursements were incurred.



Nominee's Fees

My fee in relation to acting as Nominee in relation to the Company's Proposals and submitting my report to Court and convening the meetings of members and creditors was agreed at £3,000 and I have drawn all of these costs.

Nominee's Disbursements

My category 1 (out of pocket) disbursements incurred in relation to acting as Nominee of the Proposal were approved by the board of directors 1 December 2017 and by creditors on 1 March 2018.

No disbursements were incurred.

Supervisor's Fees

The basis of my Supervisor's remuneration was approved by the Company's board of directors on 6 February 2018 and by creditors at the creditors' meeting on 1 March 2018 on the basis of time properly spent by me and my staff in attending to matters arising in the administration of the Arrangement.

My time costs for the period of this report from 1 March 2019 to 29 February 2020 total £8,168.00 as shown in the SIP 9 Time & Cost Summary at Appendix 3. This represents 41.20 hours at an average hourly rate of £198.25.

My time costs for the entire period of appointment amount totals £16,243.00 as shown in the SIP 9 Time & Cost Summary at Appendix 4. This represents 83.50 hours at an average hourly rate of £194.53. I have drawn £16,073.00 to date, including £9,279.00 drawn during the period of this report.

Supervisor's Disbursements

The Supervisor's category 1 disbursements are detailed below. These disbursements were approved by the Company's board of directors on 6 February 2018 and by creditors at the creditors' meeting on 1 March 2018. I have drawn all of these costs

Nature of Expenses	Provided by	Incurred This Period £	Incurred to Date £
Statutory Bond	Marsh Ltd	NIL	780.00
Postage Costs	Post Made Easy	20.01	20.01
Total		20.01	800.01

4. Outcome for Creditors

The following table shows the claims disclosed on the Statement of Affairs, the claims received to date, and the current projected dividend. The claims of the fixed and floating secured creditors are excluded from the Arrangement:

	Statement of Affairs £	Claims Received £	Dividend Paid to Date p/£	Projected Further Dividend p/£
Fixed Charge	NIL	NIL	NIL	NIL
Preferential	4,480.00	NIL	NIL	NIL
Floating Charge	NIL	NIL	NIL	NIL
Unsecured	672,752.30	389,792.69	8.98	23.14
Total	677,231.30	389,792.69		



I have reviewed the claims received by the Company's employees and following correspondence I have had with the Redundancy Payments Office, I confirm that these claims have no preferential element to them and so these have been added to the list of unsecured creditors.

If you have not already done so, please complete and submit the proof of debt form enclosed at Appendix 5.

A further interim dividend will be declared once there are sufficient funds to do so.

5. Further Information

A copy of this firm's charge-out rate and disbursement policy may be found at:

<https://leading.shortcm ll/SIP9>

A hard copy of this document may be obtained free of charge on request.

6. Conclusion

My next report will either be to conclude the arrangement or will be issued within two months of the next anniversary.

If you have any queries, please contact Lewie Rhodes at this office.



Jamie Playford
Supervisor

29 April 2020

Jamie Playford FABRP MIPA is an Insolvency Practitioner licensed to act in the UK by the Insolvency Practitioners Association. Alex Dunton MABRP is an Insolvency Practitioner licensed to act in the UK by the ICAEW. When acting as Administrator(s), the affairs, business and property of the Company are being managed by the Administrator(s) who act as agents of the Company and contract without personal liability.



Statutory Information**Client Information**

Name:	PRONTO JOINERY LIMITED
Previous Names:	
Registered Address:	Ponderosa, Dog Lane, Horsford, Norwich, NR10 3DH
Former Registered Address:	
Trading Names:	
Trading Address:	Ponderosa, Dog Lane, Horsford, Norwich, NR10 3DH
Principal Trading Activity:	Manufacture of other products

Company Information (where relevant):

Registered Number:	01197752
Date of Incorporation:	24 January 1975

Court Information (where relevant):

Court:	-
Court Number:	-

Appointment Details

Type of Insolvency:	CVA
Name of Officeholder(s):	Jamie Playford
Address of Officeholder(s):	Leading, Lawrence House, 5 St Andrews Hill, Norwich, NR2 1AD
Date of Appointment:	1 March 2018
IP Number(s):	9735
Authorising Body:	IPA

Your Right to Opt Out from Receiving Documents

As a creditor, you have a right to elect to opt out from receiving documents relating to this insolvency from the Officeholder. However, even if you do choose to opt out there are certain documents that you will still receive; these being:

1. Any notices which the Insolvency Act 1986 requires to be delivered to all creditors without expressly excluding opted-out creditors;
1. Any notices of a change in the Officeholder or the contact details for the Officeholder; and
2. Any notices relating to distributions, intended distributions and notices required to be given by court order

Please also note that:

1. Opting-out will not affect your entitlement to receive dividends, should any be paid to creditors,
2. Unless the Insolvency Rules provide otherwise, opting-out will not affect any right you may have to vote in a decision procedure or participate in a deemed consent procedure, although you will not receive notice of it; and
3. Should you elect to opt-out of receiving any future documents, you will be treated as having opted out with respect to any consecutive insolvency proceedings

If you wish to elect to opt out from receiving documents, please state so on the enclosed proof of debt form. Should you subsequently wish to cease being an opted-out creditor, please inform my office in writing.





Jurisdiction

The EC Regulations on insolvency proceedings will apply and these will be the main proceedings.

Data Protection

Information about the way that we will use, and store personal data on insolvency appointments can be found at the link below. If you are unable to download this, please contact us and a hard copy will be provided to you free of charge.

<https://leading.shortcm.li/privacy>

Creditors Rights

A copy of 'A Creditors Guide to Officeholder Fees' may be found at the link below. Please visit the link and select the document that relates to CVA.

<https://leading.shortcm.li/R3FeeGuides>

Should you wish to lodge a claim in these proceedings, please complete and return the proof of debt form which can be found at the link below:

<https://leading.shortcm.li/Proof-of-Debt>

Ethical Issues and Complaints

I am required to advise you that I am bound by the Insolvency Code of Ethics on all insolvency matters and must remain independent at all times. We give high priority to client service and are keen to ensure that the quality of this is maintained.

If at any time you would like to discuss how the firm's service to you could be improved, or if you are dissatisfied with any element of the service you are receiving, please contact me as soon as possible so that I may discuss our complaints policy with you.

A copy of our complaints policy can be found at the following link:

<https://leading.shortcm.li/Complaints-Policy>

Investigations

Where an entity is insolvent, I am required to undertake certain investigations into the period of trade prior to insolvency which may establish the cause of insolvency and may raise questions which require further information. To assist me in this, if you feel you have any information that is relevant to my investigations, please complete the creditors' questionnaire available at the link below. This does not apply to Members' Voluntary Liquidations.

<https://leading.shortcm.li/Creditor-Questionnaire>



**Voluntary Arrangement of
Pronto Joinery Limited
Supervisor's Summary of Receipts & Payments**

Statement of Affairs £		From 01/03/2019 To 29/02/2020 £	From 01/03/2018 To 29/02/2020 £
	SECURED ASSETS		
NIL	Property Improvements	NIL	NIL
32,000.00	Plant & Machinery	NIL	NIL
NIL	Motor Vehicles	NIL	NIL
NIL	Office Equipment	NIL	NIL
12,000.00	Stock/Work in Progress	NIL	NIL
16,000.00	Book Debts	NIL	NIL
		NIL	NIL
	SECURED CREDITORS		
(10,353.00)	HSBC Bank PLC	NIL	NIL
		NIL	NIL
	ASSET REALISATIONS		
	Monthly Contributions	30,000.00	60,000.00
	Cash Held on Appointment	NIL	5,000.00
	Bank Interest Gross	NIL	4.30
		30,000.00	65,004.30
	COST OF REALISATIONS		
	Proposal Fees	NIL	2,000.00
	Nominee's Fees	NIL	3,000.00
	Supervisor's Fees	9,279.00	16,073.00
	Supervisor's Disbursements	20.01	800.01
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	PREFERENTIAL CREDITORS		
(4,670.40)	27 Employees' Preferential Claims	NIL	NIL
		NIL	NIL
	UNSECURED CREDITORS		
(140,384.43)	HM Revenue & Customs - PAYE/NIC	13,933.74	13,933.74
(153,075.82)	HM Revenue & Customs - VAT	14,813.14	14,813.14
(130,370.78)	Directors	NIL	NIL
(206,120.00)	27 Employees' Unsecured Claims	NIL	NIL
(124,952.00)	Inter-Company Loans	NIL	NIL
(41,986.05)	Trade Creditors	3,107.90	3,107.90
		(31,854.78)	(31,854.78)
	DISTRIBUTIONS		
(99.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
(752,011.48)		(11,153.79)	11,276.51
	REPRESENTED BY		
	Current Account		11,276.51
			11,276.51

Note:
The above figures do not include VAT. Where the entity was not VAT registered, VAT payable is shown as a separate entry in VAT Irrecoverable.



Jamie Playford
Supervisor





Time Entry - SIP9 Time & Cost Summary

P018 - Pronto Joinery Limited
All Post Appointment Project Codes
From: 01/03/2019 To: 29/02/2020

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Administration & Planning	0 10	1 70	3 40	16 60	21 80	4,152.00	190.46
Case Specific Matters	0 00	0 00	0 00	0 00	0 00	0.00	0.00
Creditors	1 50	0 90	4 60	12 00	19 00	3,942.00	207.47
Investigations	0 00	0 00	0 00	0 20	0 20	30.00	150.00
Realisation of Assets	0 00	0 00	0 20	0 00	0 20	44.00	220.00
Trading	0 00	0 00	0 00	0 00	0 00	0.00	0.00
Total Hours	1.60	2.60	8.20	28.80	41.20	8,168.00	198.25
Total Fees Claimed						9,279.00	
Total Disbursements Claimed						20.01	

Time Entry - SIP9 Time & Cost Summary

P018 - Pronto Joinery Limited
All Post Appointment Project Codes
To: 29/02/2020

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Administration & Planning	3 30	4 30	4 10	31 90	43 60	8,478.00	194.45
Case Specific Matters	0 00	0 00	0 00	0 00	0 00	0.00	0.00
Creditors	4 10	2 10	5 30	27 90	39 40	7,675.00	194.80
Investigations	0 00	0 00	0 00	0 30	0 30	46.00	153.33
Realisation of Assets	0 00	0 00	0 20	0 00	0 20	44.00	220.00
Trading	0 00	0 00	0 00	0 00	0 00	0.00	0.00
Total Hours	7 40	6 40	9 60	60 10	83 50	16,243.00	194.53
Total Fees Claimed						16,073.09	
Total Disbursements Claimed						800.01	

PROOF OF DEBT - GENERAL FORM**In the matter of Pronto Joinery Limited****and in the matter of The Insolvency Act 1986**

1.	Name of Creditor	
2.	Address of Creditor	
3.	Contact Details of Creditor	Phone _____ Email _____
4.	Bank Details for Creditor	
5.	Account Number/Reference of Creditor	A/C No: _____ Ref: _____
6.	Total amount of claim, including any Value Added Tax and outstanding uncapitalised interest as at the date of liquidation.	£
7.	Details of any document by reference to which the debt can be substantiated. [Note the liquidator may call for any document or evidence to substantiate the claim at his discretion]	
8.	If the total amount shown above includes Value Added Tax, please show:- (a) amount of Value Added Tax (b) amount of claim NET of Value Added Tax	£ £
9.	If total amount above includes outstanding uncapitalised interest please state amount	£
10.	If you have filled in both box 6 and box 8, please state whether you are claiming the amount shown in box 6 or the amount shown in box 8(b)	
11.	Give details of whether the whole or any part of the debt falls within any (and if so which) of the categories of preferential debts under section 386 of, and schedule 6 to, the Insolvency Act 1986 (as read with schedule 3 to the Social Security Pensions Act 1975)	Category _____ Amount(s) claimed as preferential £
12.	Details of any reservation of title in relation to goods which the debt relates	
13.	Particulars of how and when debt incurred.	
14.	Particulars of any security held, the value of the security, and the date it was given	£
15.	Signature of creditor or person authorised to act on his behalf	
16.	Name in BLOCK LETTERS	
17.	Position with or relation to creditor	
18.	Would you like to opt out of future correspondence?	YES / NO
19.	Dated	

